

# *Flight School Supplement*

Welcome to the Introductory Flight Training Program! Please take the time to read through our guidance package. We welcome any of your questions or concerns. Also, please feel free to check out our website <http://www.afoats.af.mil/ift>.

## THE APPROVAL PROCESS

### *Before the flying begins...*

We know the paperwork may seem overwhelming. It overwhelms us as well! Please help us to help you by taking a few moments to read through our first ever flight school supplement.

1. DO NOT let the student fly, take a physical, or buy supplies until you receive the student's four-digit Personal Authorization Number (PAN) from our office. We will not pay for any expenses incurred before approval.
2. Approval takes about 7-10 business days. If you still haven't heard from us a week after you have faxed the package, please give us a call.
3. The student MUST fly in your most economical (cheapest) aircraft. The only exception we make is for safety, and we MUST have a signed memo from you stating the safety reason. **If the student flies in any plane other than the most economical, IFT will NOT be held financially responsible.**
4. Students are authorized materials required for basic flight training. **We do NOT pay for kneeboards, instrument or GPS books/materials, electronic flight computers, or fuel.**
5. Headsets- We will pay up to \$150. If a student wants a headset exceeding \$150, the student must pay for everything over \$150 and the price on the cost estimate sheet must read \$150.
6. Physicals- Students MUST NOT schedule their physicals until after they receive their four digit PAN. **We will NOT pay for physicals done prior to authorization.** Unless your flight school has a contract with a physician, DO NOT include the physical on the 131 cost estimate.
7. Please do not call us right before you send your fax. If you are concerned that your fax did not go through, please call us **immediately** after you send it. We receive a high volume of faxes everyday and answering phone calls requiring us to sort through hundreds of new faxes delays our ability to process all paperwork.
8. Please make sure all phone numbers are clearly written and include area codes!
9. Also, please make sure the student includes a mileage estimate on the AFOATS Form 131 using the formula provided on the form.
10. **Please fax all paperwork together, including the insurance (and pilot's certificates/proof of check ride for top-off students).** This reduces the chances your paperwork will be misfiled.
11. Students may NOT sign hold harmless agreements of any kind.

# INSURANCE and MISHAPS

Insufficient insurance can cause your package to be refused or can delay approval for months, so *please* read through our insurance requirements and check your own insurance certificate. We would be happy to speak to your insurance company to explain any of the requirements. All insurance requirements are listed on the IFT Provider Consent Agreement, section 7a and 7b, which you are required to sign.

Unfortunately, we CANNOT waive insurance requirements so please do the following:

1. Check the expiration date!
2. Ensure limits of coverage are equal to or greater than:
  - 200,000 per person for injury and death
  - 500,000 per occurrence for injury and death
  - 200,000 property damage, each occurrence

\*\*\*\*\* Many insurance policies read 1,000,000 per occurrence with a 100,000 limit per passenger. We can accept this insurance.

**3. Waiver of Rights of Subrogation: New Flight Schools:** If you have not worked with us before, your certificate probably does not have a waiver of rights of subrogation. **WE WILL NOT APPROVE YOUR INSURANCE WITHOUT THIS WAIVER APPEARING ON THE ACTUAL CERTIFICATE!** Before you even fax us your package, call your insurance company and tell them you need a waiver of rights of subrogation.

**Preferred Wording:** The company hereby waives any right of subrogation acquired against the United States of America by reason of any payment for damages or injuries in connection with ROTC cadets and active duty members participating in the Introductory Flight Training Programs at the named insured.

**What we will not accept:**

- 1) **WAIVERS WITH THE WORDS “PHYSICAL DAMAGE” unless the clause reads “physical damage *and* liability.”**
- 2) **Adding USAF as an “additionally insured.”**
- 3) **Waiving “rights against third parties” clause.**

## Incidents/Mishaps

If you have a mishap in the IFT course, contact the local IFT supervisor and the IFT office immediately. Supervisor and Flight School should report the incident through normal safety reporting channels.

# **BILLING**

## ***How You Get Paid***

1. All flight schools must use our invoice, the AFOATS Form 133. A blank form can be found on our website under the Flight School link. We **CANNOT** accept any other form to authorize payment (i.e. your flight school's invoice). If your flight school does not have E-mail or Microsoft Excel, contact us for a faxed version.
2. Please include **-on our invoice- your (the flight school's) phone number (including area code),** fax number, a point of contact, the name of the student **and the dates for the billing cycle** on your invoice. Without this information, we cannot process your bill because we will be unable to identify which of our hundreds of students you are flying!
3. All items you list on the invoice must have been pre-approved on the cost estimate (AFOATS Form 131). If prices change or you discover additional items the student needs, call us to make sure these items/costs are approved.
4. Only bill for items/events, which have occurred during the billing period. We CAN NOT prepay. Also, we CAN NOT pay for fuel as a separate charge. **All prices include wet aircraft.**
5. We are tax-exempt. Our Tax ID number is 630-297929. **Please DO NOT charge tax.**
6. Coordinate with the student concerning the E-logbook. The Form 133 cannot be processed without a copy. Please E-mail the 133 and logbook attached to the same E-mail. If the student did not fly or you currently have no students, you do NOT need to E-mail us.
7. **We pay for flight time based only on the student's logbook.** Therefore, please make sure the logbook and invoices match EXACTLY (specifically dates and hours flown).
8. The student will be financially responsible for any flying beyond 50.9 hours.
9. **You will need to fax us a copy of the receipt as soon as you run our card. Failure to do so within 30 days will force us to call our bank and recoup any payments.** Please write the student's name at the top and write "phone order" on the signature line. Do not sign or have the student sign the receipt.

### RECOMMENDATIONS:

1. Bill everything all at once at the end of the program OR, if you have to bill in smaller intervals, email your invoice in with the logbook spreadsheet (making sure they match exactly and that they both match the physical logbook). Billing once a month or every three weeks often works out well for everyone.
2. We prefer you to email in the invoice and then wait for us to call you to approve the amount so you can run the credit card. By waiting before running the card, we can make sure that all charges are correct and prevent you from having to credit our account or run the card a second time. This method prevents us from having to repeatedly call you for corrections.

# KEY RULES and IFT COMPLETION

1. All students **must** fly in the most economical aircraft.
2. All 50 hour students **MUST** solo prior to 25 hours.
3. 50 hour students must begin their check ride at 49.9 hours at the absolute latest. Students who begin at or after 50 hours will lose their UPT slot. If, at the 40 hour point, the CFI feels that the student will need more than 50 hours, have the student call us for instructions. **FLYING OVER 50 HOURS WITHOUT APPROVAL CAN RESULT IN THE PERMANENT LOSS OF THE STUDENT'S UPT SLOT.**
4. The student is responsible for abiding by all rules outlined in the IFT package including a) not carrying passengers and b) no flying outside IFT –all flights between when a student begins IFT and when he or she completes it will be counted as IFT time, regardless of who pays for the flying time.
5. **Students must be IFT complete 30 days prior to UPT.**

**COMPLETION:** Congratulations on surviving the IFT experience!

1. 50 hour students: We need a faxed copy of the student's **PPC** (temporary certificate is fine) and **E-logbook** containing all IFT time. Please have the student annotate any supervised solos in their logbook remarks section for billing purposes. Print out the logbook spreadsheet and sign it with the flight instructor. Either the flight school or the student can fax in the logbook and PPC, but if we do not receive it, the student can lose his or her UPT slot. **Please write the student's name on the logbook and make sure the handwriting is legible.**
2. The student should call us one week after completion to ensure that we have all the information we need.

# **NIFT and CONTACT INFO**

1. The NIFT (Navigator Introductory Flight Training) is based on the IFT program except it is designed for future Air Force navigators.
2. **APPROVAL: (Please note: We are in the process of changing the AFOATS Form 131 to read 20 hours dual, 13 hours pre/post etc. For right now, please just make the changes in pen. We apologize for the inconvenience.)** Please fill out the 131 with the following changes:
3. Ground School: NIFT students are authorized a full ground school course along with any supplies they need to pass the FAA written exam. However, **NIFT students are only authorized 13 total hours pre/post and 20 hours of flight time, all of which is dual. NIFT students MAY NOT solo while in participating in NIFT.**
3. Cadets will need PMT orders. An example of PMT orders appears in the regular IFT package. PMT orders are done by the detachment, not the flight school. You may want to remind your cadets that they will need PMT orders and to check the IFT package for details.
4. For NIFT completion, we do NOT need a logbook. Instead we need the NIFT grade sheet which the student's detachment can get from the IFT package on our website.
5. NIFT participants do not need a Class III physical.

## **CONTACT US!**

Thanks for flying with us!

If you have any questions, please feel free to contact us at (334) 953-6468

Or toll free at 1 (800) 522-0033 (The extension is the last four digits of the phone numbers listed above.)

FAX: (334) 953-5724

E-MAIL: [IFT@maxwell.af.mil](mailto:IFT@maxwell.af.mil)